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# **Plan of Service and Budget Request for FY 2009 July 2008 Through June 2009**

## **Federation:**

Pathfinder

## **Participating Federation Libraries:**

### **Public**

Belt Public Library  
Blaine County Library  
Choteau/Teton Public Library  
Chouteau County Library  
Conrad Public Library  
Dutton Public Library  
Fairfield Public Library  
Glacier County Library  
Great Falls Public Library  
Harlem Public Library  
Havre-Hill County Library  
Liberty County Library  
Toole County Library  
Valier Public Library  
Wedsworth Memorial Library

# Long Range Goals:

## Goal # Description

- |          |   |
|----------|---|
| <b>1</b> | <p>Resource sharing and reference (MSL Long Range Goals #10, 13 &amp; 15)</p> <ul style="list-style-type: none"> <li>· Librarians in federation have access to OCLC services</li> <li>· Libraries participate in interlibrary loan</li> <li>· Libraries in the federation are knowledgeable and have the latest skills in working with OCLC</li> <li>· Libraries in federation purchase software to enhance and encourage patron library use</li> <li>· Libraries in federation obtain technical support to maintain/update computer hardware and software</li> </ul> |
|----------|---|

### Associated MSL Goals:

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
  - 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
  - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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## Goal # Description

- |          |  |
|----------|--|
| <b>2</b> | <p>Continuing education (MSL Long Range Goals #10 &amp; 15)</p> <ul style="list-style-type: none"> <li>· Continuing education is needed to participate in MSL certification program</li> <li>· Libraries are often short of staff or staffed by only the library director therefore it is best to attend training in local area</li> <li>· Training is important to deliver library services to the citizens of Montana</li> </ul> |
|----------|--|

### Associated MSL Goals:

- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
  - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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**Goal # Description**

- |          |   |
|----------|---|
| <b>3</b> | Communication (MSL Long Range Goals #10,13,14 &15) <ul style="list-style-type: none"> <li>· State Library Staff gives updated information from around the state and from MSL</li> <li>· Learn of cooperative programs and projects</li> <li>· Set the plan of service</li> <li>· Sharing information about the happenings in each of the federation libraries</li> <li>· Committee reports</li> </ul> |
|----------|---|

**Associated MSL Goals:**

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
  - 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
  - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
-

## Administrative Costs:

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more then \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

The Fairfield Public Library will receive a stipend of \$1,000.00 for the efforts put forth by the director/designee in his/her role as Pathfinder Federation Coordinator.

### Revenue Summary:

	Allotted
CST Revenue	\$28,687.95
General Fund	<u>\$0.00</u>
Total:	\$28,687.95

**Note:** BUDGET SUMMARY: EXPENDITURE CST STATE GENERAL FUND Administration Costs \$500 Stipend \$1000 Operating Costs Supplies Communications (phone, mailings, printing) Equipment Program one: Pathfinder meetings and workshops \$4500 Meals/Lodging/Mileage Tuition/Registration Curriculum Materials Other Meeting Expenses [please specify] Program two: Resource Sharing \$8820 Program three: Library/Librarian enrichment \$13,868 Total Expenditures \$28,688 \$

### Expense Summary:

	Budgeted
Admin Costs	\$500.00
Stipend	\$1,000.00
Operating Costs	\$0.00
Supplies	\$0.00
Communications	\$0.00
Equipment	\$0.00
Mileage	\$0.00
Continuing Ed.	\$0.00
Program 1 - Pathfinder meetings and workshops	\$4,500.00
Program 2 - Resource Sharing	\$8,820.00
Program 3 - Library/Librarian Enrichment	<u>\$13,868.00</u>
Total:	\$28,688.00

**Note:** Total Expenditures \$28,688

## Program Summaries:

### Program: 1

**Description:** Pathfinder meetings and workshops

#### Narrative:

- Identify which goal this program supports
  - Describe how the program will be carried out.
- Include personnel, materials, program activities and travel.

Those in attendance for the advisory board meetings are typically the public, member librarians and a representative from the library board of trustees with an average attendance of 30. Agendas are sent to all the public libraries and their board representative. Pathfinder business is conducted under the direction of the adopted bylaws and an elected trustee as chairperson. Member libraries offer to host the meeting and in this manner the meetings rotate among the libraries within the federation. Library directors and board members are encouraged to car pool. Travel expense is reimbursed for one car to attend meetings at the current state rate of 44.5 cents per mile. The permanent host library (Choteau County Library-Fort Benton) is reimbursed \$300.00 for serving a lunch. These meetings create positive energy for networking among member libraries.

Ideally, there would be a training or CE opportunity at each of these meetings.

#### Evaluation:

Good attendance at the meetings and positive evaluations of any trainings or CE programs will assure that the programs and meetings are successful. Sharing information obtained at other CE opportunities will also be encouraged at the meetings.

#### Associated Pathfinder Federation Goals:

2 - Continuing education (MSL Long Range Goals #10 & 15) · Continuing education is needed to

participate in MSL certification program ·  
 Libraries are often short of staff or staffed by  
 only the library director therefore it is best to  
 attend training in local area · Training is  
 important to deliver library services to the  
 citizens of Montana

3 - Communication (MSL Long Range Goals  
 #10,13,14 &15) · State Library Staff gives  
 updated information from around the state and  
 from MSL · Learn of cooperative programs and  
 projects · Set the plan of service · Sharing  
 information about the happenings in each of the  
 federation libraries · Committee reports

**Program** \$4,500.00

**Budget:**

<b>Budget Library Detail:</b>	<b>Amount</b>
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Belt Public Library	\$300.00
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**Note:** 44.5 cents per mile for one  
 car from each library \$150  
 per host library for the  
 advisory board meetings  
 Actual amount will be  
 provided in annual report.  
 Libraries need to submit  
 amounts in annual report.

Blaine County Library	\$300.00
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**Note:** 44.5 cents per mile for one  
 car from each library \$150  
 per host library for the  
 advisory board meetings  
 Actual amount will be  
 provided in annual report.  
 Libraries need to submit  
 amounts in annual report.

Choteau/Teton Public Library	\$300.00
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**Note:** 44.5 cents per mile for one  
 car from each library \$150  
 per host library for the  
 advisory board meetings  
 Actual amount will be  
 provided in annual report.  
 Libraries need to submit  
 amounts in annual report.

Chouteau County Library	\$300.00
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**Note:** 44.5 cents per mile for one  
 car from each library \$150

per host library for the  
advisory board meetings  
Actual amount will be  
provided in annual report.  
Libraries need to submit  
amounts in annual report.

Conrad Public Library \$300.00

**Note:** 44.5 cents per mile for one  
car from each library \$150  
per host library for the  
advisory board meetings  
Actual amount will be  
provided in annual report.  
Libraries need to submit  
amounts in annual report.

Dutton Public Library \$300.00

**Note:** 44.5 cents per mile for one  
car from each library \$150  
per host library for the  
advisory board meetings  
Actual amount will be  
provided in annual report.  
Libraries need to submit  
amounts in annual report.

Fairfield Public Library \$300.00

**Note:** 44.5 cents per mile for one  
car from each library \$150  
per host library for the  
advisory board meetings  
Actual amount will be  
provided in annual report.  
Libraries need to submit  
amounts in annual report.

Glacier County Library \$300.00

**Note:** 44.5 cents per mile for one  
car from each library \$150  
per host library for the  
advisory board meetings  
Actual amount will be  
provided in annual report.  
Libraries need to submit  
amounts in annual report.

Great Falls Public Library \$300.00

**Note:** 44.5 cents per mile for one  
car from each library \$150  
per host library for the  
advisory board meetings  
Actual amount will be  
provided in annual report.

Libraries need to submit amounts in annual report.	
Harlem Public Library	\$300.00
<b>Note:</b> 44.5 cents per mile for one car from each library \$150 per host library for the advisory board meetings Actual amount will be provided in annual report. Libraries need to submit amounts in annual report.	
Havre-Hill County Library	\$300.00
<b>Note:</b> 44.5 cents per mile for one car from each library \$150 per host library for the advisory board meetings Actual amount will be provided in annual report. Libraries need to submit amounts in annual report.	
Liberty County Library	\$300.00
<b>Note:</b> 44.5 cents per mile for one car from each library \$150 per host library for the advisory board meetings Actual amount will be provided in annual report. Libraries need to submit amounts in annual report.	
Toole County Library	\$300.00
<b>Note:</b> 44.5 cents per mile for one car from each library \$150 per host library for the advisory board meetings Actual amount will be provided in annual report. Libraries need to submit amounts in annual report.	
Valier Public Library	\$300.00
<b>Note:</b> 44.5 cents per mile for one car from each library \$150 per host library for the advisory board meetings Actual amount will be provided in annual report. Libraries need to submit amounts in annual report.	
Wedsworth Memorial Library	<u>\$300.00</u>
<b>Note:</b> 44.5 cents per mile for one	



car from each library \$150  
 per host library for the  
 advisory board meetings  
 Actual amount will be  
 provided in annual report.  
 Libraries need to submit  
 amounts in annual report.

Total expenses for Program 1: \$4,500.00

Variance from Program 1 budget: \$0.00

## **Program: 2**

**Description:** Resource Sharing

### **Narrative:**

- Identify which goal this program supports
  - Describe how the program will be carried out.
- Include personnel, materials, program activities and travel.

The 15 member libraries will be reimbursed to pay up to \$1000.00 for OCLC service through the Montana contract with OCLC.

### **Evaluation:**

- Explain how you will determine that the program meets federation goals

This program will be evaluated by viewing MSL statistics on III in Pathfinder federation

### **Associated Pathfinder Federation Goals:**

1 - Resource sharing and reference (MSL Long Range Goals #10, 13 &15) · Librarians in federation have access to OCLC services · Libraries participate in interlibrary loan · Libraries in the federation are knowledgeable and have the latest skills in working with OCLC Libraries in federation purchase software to enhance and encourage patron library use Libraries in federation obtain technical support to maintain/update computer hardware and software

**Program** \$8,820.00

### **Budget:**

<b>Budget Library Detail:</b>	<b>Amount</b>
Belt Public Library	\$260.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260

Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Blaine County Library \$504.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Choteau/Teton Public Library \$504.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Chouteau County Library \$1,000.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Conrad Public Library \$1,000.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem

\$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Dutton Public Library \$260.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Fairfield Public Library \$260.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Glacier County Library \$1,000.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Great Falls Public Library \$1,000.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester

\$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Harlem Public Library \$504.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Havre-Hill County Library \$1,000.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Liberty County Library \$504.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Toole County Library \$504.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau

\$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Valier Public Library \$260.00

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260  
 Wedsworth Memorial \$260.00  
 Library

**Note:** Reimbursement amounts  
 (estimated) Havre \$1000  
 Chinook \$504.00 Belt \$260  
 Fort Benton \$1000 Harlem  
 \$504.00 Cascade \$260  
 Great Falls \$1000 Chester  
 \$504.00 Valier \$260 Cut  
 Bank \$1000 Choteau  
 \$504.00 Fairfield \$260  
 Conrad \$1000 Shelby  
 \$504.00 Dutton \$260

Total expenses for Program 2: \$8,820.00  
 Variance from Program 2 budget: \$0.00

**Program: 3**

**Description:** Library/Librarian Enrichment

**Narrative:**

- Identify which goal this program supports
  - Describe how the program will be carried out.
- Include personnel, materials, program activities and travel.

Continuing education will improve information delivery and library service to all Montana citizens. Strong continuing education opportunities will give all Montana libraries the common goals of MSL. It will encourage small rural library staff members to reach out, learn, change and plan. Librarians will be reminded to view the Montana Library Event calendar for upcoming training/CE opportunities. MSL staff will contact librarians in the federation alerting them to events and librarians are encouraged to watch wired-mt for postings about trainings. MSL will also advise them of potential new technologies for their libraries.

#### **Evaluation:**

- Explain how you will determine that the program meets federation goals.

Librarians will report at Federation meetings on CE trainings and new technology deployed in their libraries.

#### **Associated Pathfinder Federation Goals:**

1 - Resource sharing and reference (MSL Long Range Goals #10, 13 & 15) · Librarians in federation have access to OCLC services · Libraries participate in interlibrary loan · Libraries in the federation are knowledgeable and have the latest skills in working with OCLC Libraries in federation purchase software to enhance and encourage patron library use Libraries in federation obtain technical support to maintain/update computer hardware and software

2 - Continuing education (MSL Long Range Goals #10 & 15) · Continuing education is needed to participate in MSL certification program · Libraries are often short of staff or staffed by only the library director therefore it is best to attend training in local area · Training is important to deliver library services to the

citizens of Montana

3 - Communication (MSL Long Range Goals #10,13,14 &15) · State Library Staff gives updated information from around the state and from MSL · Learn of cooperative programs and projects · Set the plan of service · Sharing information about the happenings in each of the federation libraries · Committee reports

**Program** \$13,868.00

**Budget:**

<b>Budget Library</b>	<b>Amount</b>
<b>Detail:</b>	
Belt Public Library	\$1,252.53
<b>Note:</b> Librarians will save receipts/keep records of any purchases or activities for this program.	
Blaine County Library	\$1,008.53
<b>Note:</b> Librarians will save receipts/keep records of any purchases or activities for this program.	
Choteau/Teton Public Library	\$1,008.53
<b>Note:</b> Librarians will save receipts/keep records of any purchases or activities for this program.	
Chouteau County Library	\$512.53
<b>Note:</b> Librarians will save receipts/keep records of any purchases or activities for this program.	
Conrad Public Library	\$512.53
<b>Note:</b> Librarians will save receipts/keep records of any purchases or activities for this program.	
Dutton Public Library	\$1,252.53
<b>Note:</b> Librarians will save receipts/keep records of	

any purchases or  
activities for this  
program.

Fairfield Public Library      \$1,252.58

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Glacier County Library      \$512.53

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Great Falls Public Library      \$512.53

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Harlem Public Library      \$1,008.53

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Havre-Hill County  
Library      \$512.53

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Liberty County Library      \$1,008.53

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Toole County Library      \$1,008.53

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Valier Public Library      \$1,252.53

**Note:** Librarians will save



receipts/keep records of  
any purchases or  
activities for this  
program.

Wedsworth Memorial      \$1,252.53  
Library

**Note:** Librarians will save  
receipts/keep records of  
any purchases or  
activities for this  
program.

Total expenses for Program 3: \$13,868.00

Variance from Program 3 budget:      \$0.00

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## Signatures/Approvals:

**Membership Approval Date:** \_\_\_\_\_

**Federation Coordinator:**

\_\_\_\_\_  
Brett Allen - Library Director

\_\_\_\_\_  
Date

**Federation Advisory Board Chairperson:**

\_\_\_\_\_  
Diane Abrahamson - Library Board Member

\_\_\_\_\_  
Date

**Chairperson, Board of Trustees, Federation Coordinator's Library:**

\_\_\_\_\_  
Mary Coe - Library Board Member

\_\_\_\_\_  
Date

## Check Summary/Totals:

<b>Library</b>	<b>Check Amount</b>
Belt Public Library	\$1,812.53
Blaine County Library	\$1,812.53
Choteau/Teton Public Library	\$1,812.53
Chouteau County Library	\$1,812.53
Conrad Public Library	\$1,812.53
Dutton Public Library	\$1,812.53
Fairfield Public Library	\$1,812.58
Glacier County Library	\$1,812.53
Great Falls Public Library	\$1,812.53
Harlem Public Library	\$1,812.53
Havre-Hill County Library	\$1,812.53
Liberty County Library	\$1,812.53
Toole County Library	\$1,812.53
Valier Public Library	\$1,812.53
Wedsworth Memorial Library	<u>\$1,812.53</u>
Total Allocated:	\$27,188.00
Total Budgeted:	\$28,688.00
Discrepancy:	(\$1,500.00)